



SAVE TIME BY COMPLETING APPLICATIONS CORRECTLY

Applications for vehicle titles and registrations that are incomplete, incorrect or illegible require special attention and cause delays in processing. Whether you are a vehicle dealer, remittance agent, financial institution representative or an Illinois automobile owner, you will find time-saving tips on completing applications in this brochure.

If you will follow these guidelines and refer to the **Title and Registration Guide**, my office will be able to process the paperwork in a fast and efficient manner.

If you have any further questions, call our toll-free telephone number: (800) 252-8980. Automobile dealers should call the Dealer Services telephone number (217) 782-6877.

Jim Edgar
Jim Edgar
Secretary of State

VEHICLE TITLE AND REGISTRATION

- **Use the Application for Vehicle Title and Registration (VSD-190)** for any plate-related transaction, i.e. title and plates, plates only, sticker only, title and transfer, transfer of plates only, corrected ID card or duplicate ID card.
- **Use the Application for Vehicle Title (VSD-330)** for any transaction for title without plates, i.e. title only—\$5 (if the vehicle will not be operated), duplicate title—\$5, junking certificate—no fee, corrected title—\$5 or salvage certificate—\$3.
- **Both applications, VSD-190 and VSD-330, are required for a corrected ID and corrected title.** These transactions cannot be done on the same application.
- **Verify Certificate of Origin (new vehicle).** Be sure that the vehicle information on the Manufacturer's Certificate of Origin (MCO) is the same as on the application. Verify that the MCO has been properly assigned to the new owner.
- **Verify title information.** Never purchase a vehicle without receiving a title that has been assigned to the buyer from the seller. Check the **vehicle identification number** on the title with the number on the dash or door of the vehicle. Be sure the purchase date and odometer reading are recorded on the back of the title. The buyer's first name, middle initial and last name must be clearly indicated, exactly as they should appear on the new title and registration identification card.
- **Check if vehicle use tax must be paid.** Tax must be paid on all vehicle sales between individuals. The amount of tax is based on the model year of the vehicle if the selling price is less than \$15,000 and is based on the selling price if it is \$15,000 or more.

The following forms must be submitted to the Secretary of State:

Tax Form RUT-50, available at all Secretary of State facilities; **tax payment** (separate check, draft or money order made payable to the "Illinois Department of Revenue"); **Application for Title/Application for Title and Registration**; **surrender document**; and **title and/or registration fees**, payable to "Illinois Secretary of State." Do not send revenue payment directly to the Department of Revenue.

nue. See the **Form RUT-50** for tax fees, or call the Department of Revenue at (312) 917-2605 or (217) 785-6606.

Vehicles purchased from an Illinois dealer are subject to vehicle sales tax. The dealer must submit the **Sales Tax Transaction Return** (ST-556 Tax Form) to the Office of the Secretary of State, along with the tax check (made payable to "Illinois Department of Revenue"), the application for title and registration, the surrender document and title and registration fees.

TRANSFERRING PLATES

1. Make sure that the **correct vehicle information** and the **correct number** of the plate being transferred are filled in on the application in the proper area.
2. Check **Transfer or Title and Transfer** if the applicant wants to transfer current plates. The fee for transfer is \$2, and the title is \$5.
3. Enclose the **MOST RECENT vehicle registration identification card** for the license plate number being transferred.

| | | | | | |
|--|--|-------|----------------------|------------|-----------------|
| CURRENT IL PLATE NO. | | YEAR | PLATE TYPE REQUESTED | EXPIRATION | OFFICE USE ONLY |
| ABC 123 90 | | Pass. | 12 90 | | |
|  JIM EDGAR SECRETARY OF STATE STATE OF ILLINOIS VEHICLE IDENTIFICATION CARD | | | | | |

x Mark T. Brown
x Margaret L. Brown
202 Vine Ave. P.O. Box 10

MILL LANE IL 62754

| | | | | | |
|---------------------------------------|-----------------|--------------|---|---|---|
| VEHICLE IDENTIFICATION NUMBER | | | | UNIT NUMBER FOR OWNER'S USE | |
| 2F5CTMC42T11342 | | | | | |
| YEAR | MAKE OF VEHICLE | MODEL | BODY STYLE | | |
| 89 | Chevrolet | Cavalier | 2 Door Coupe | | |
| PASSENGER | | MOTORCYCLE | VEHICLE COLOR | | |
| NO OF CYL | TAX HP | NO CC | UPPER LOWER | RENTAL VEHICLE RELEASED VEHICLE | |
| 4 | 16.7 | | Blu | <input type="checkbox"/> YES <input type="checkbox"/> YES | |
| NO AXLES | | GROSS WEIGHT | TYPE OF FUEL | VEHICLE OPERATED | FOR HIRE |
| For RV RT Truck Trailer & Bus Only | | | <input type="checkbox"/> GAS <input type="checkbox"/> DIESEL <input type="checkbox"/> OTHER | <input type="checkbox"/> INTRA STATE <input type="checkbox"/> INTER STATE | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |

4. If the new vehicle will be owned by one person but the last vehicle had multiple owners, obtain a signed **release of interest** in the license plate number from the other owner(s).
5. License plates cannot be transferred from one person or business to another unless transferring parties are actually one and the same person. A letter (on company letterhead if applicable) stating this fact must be included with the application.
6. If a company incorporates, the firm is then considered a separate, incorporated entity, and plates cannot be transferred from the original company.

CORRECTED TITLE

1. Vehicle **title** must be corrected before the **registration** record may be corrected.
2. Use an **Application for Vehicle Title** (VSD-330) marked "corrected." A separate application (VSD-190) is required for the corrected registration.
3. Submit the **original title**, not a photocopy, along with the application(s).

When Should Titles Be Corrected?

- **To change a name** due to marriage, a legal procedure, naturalization, or when adding "Jr.," "Sr.," "II," "III" or an initial.
- **To add or remove another person's name.** When removing a name, a **release of interest** in the license plate number is also needed from the other owner when applying for a corrected registration identification card.
- **When a spouse dies and the vehicle was owned jointly.** The surviving owner must send a copy of the **Death Certificate** with the application. This procedure applies to all cases involving ownership in joint tenancy with rights of survivorship. If the vehicle was owned by the deceased only, call the Non-Uniform Title Office at (217) 782-2924.
- **If the vehicle information is in error.** If the Secretary of State's records fail to verify the corrections, a law enforcement or dealer certification form will need to be submitted.
- **To register a lien.**
- **To change a company's name.** If it is still one and the same company, a letter stating this must be submitted with the applications for corrected title and corrected registration. A company that incorporates must transfer ownership to the newly formed corporation by applying for new title and license plates.

If you have any further questions regarding a title-related matter, call (217) 782-0594.

MANDATORY VEHICLE INSURANCE

All motor vehicles registered and operated in Illinois must be covered by liability insurance—insurance that covers the property damage and/or injuries you may cause others in an accident.

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✓ CHECK LIST

This section applies to vehicle title and registration and preprinted sticker renewal applications.

OWNER INFORMATION

- Do **signatures** and **names** agree? If there are two or more owners, are all signatures on the application?
- If the applicant is a **Jr.** or **Sr.**, has this been indicated at the top of the application AND in the signature area of the application?
- If the application is for a company or a corporation, is the **name** listed correctly and does it include "**Inc.**" if that is part of the name?
- For a leased vehicle, does the application clearly state the names of the **lessor** (*leasing agency*) and the **lessee**? Lessor must be listed first, and then the individual leasing the vehicle. **Proof of insurance** is required for all leased vehicles (*minimum of \$50,000 personal liability and \$50,000 property damage*). Enclose Certificate of Insurance with the application.

VEHICLE INFORMATION

- Does the applicant understand the type of **transaction** being made? (See VEHICLE TITLE AND REGISTRATION section.)
- Is the vehicle information correct, i.e. year, make and vehicle identification number (VIN)? Is the VIN on the car identical with the VIN on the title?
- If transferring plates, is the information shown for both the new and old vehicle?
- Is the most recent **vehicle registration identification card** enclosed?

TRUCK/TRAILER INFORMATION

- If the vehicle is a truck or trailer, has the **correct fee** been included for the maximum weight desired?
- If the vehicle is a tractor-trailer combination, is the **body type** labeled "Tractor?" This identification is necessary for truck-tractor plates.

